

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB03-75

Date: April 9, 2004

Expiration Date: 6/30/04

69:17:pc:8125

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LEARNING DISABILITY SCREENING SURVEY

The purpose of this bulletin is to transmit a short survey to gather information regarding services provided to people with learning disabilities in California's One-Stop Career Centers. The results of this survey will be shared with the Local Workforce Investment Areas, and used to assist in determining training needs for serving people with learning disabilities in the One-Stop Career Centers. Please provide the attached survey to each of your Comprehensive One-Stop Career Center Managers for completion and note that the return date has been extended to **May 7, 2004**. The completed surveys can be returned by fax, e-mail, or mail to the following:

Fax surveys to: (916) 324-3068
California Workforce Investment Board
ATTN: Pat Sherard

E-mail surveys to: psherard@cwib.ca.gov
SUBJECT: LD Survey

Mail surveys to: ATTN: Pat Sherard
California Workforce Investment Board
777 12th Street, Suite 200
Sacramento, CA 95814

We look forward to receiving your survey responses to build capacity in the One-Stop Career Centers for serving individuals with learning disabilities that may result in barriers to employment. If you have any questions about the survey or this information bulletin, please contact Pat Sherard, staff of the California Workforce Investment Board, at (916) 324-2988 or by e-mail at psherard@cwib.ca.gov.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachment



Lawrence Gotlieb
Chairman

Christine Essel
Vice Chair

California Workforce Investment Board



Arnold
Schwarzenegger
Governor

Paul Gussman
Acting
Executive Director

Dear Local Workforce Investment Area Administrators:

The purpose of this letter is to request assistance from Local Workforce Investment Areas (LWIAs), One-Stop Career Center Operators, and associated partners in gathering data on learning disability screening and assessment. To gather this data, the California Workforce Investment Board and the Employment Development Department are conducting a short survey to learn about local policy with regards to screening, assessing and accommodating clients with learning disabilities (LD). Survey results will be used to determine areas of greatest need for training and capacity building to serve this population, and promising practices will be shared at a later date with the LWIAs.

The LD survey is a recommendation of the LD sub-workgroup, which was convened through the Universal Access Work Group to address broader issues of access for individuals with learning disabilities. This sub-workgroup is a collaborative of various partners including advocates, the public, California Department of Social Services, Department of Rehabilitation, Employment Development Department, California Department of Education, California Workforce Association, and the California Workforce Investment Board.

Universal access applies to all individuals seeking employment assistance, including persons with disabilities. Section 188 of the Workforce Investment Act (WIA) requires recipients of WIA funds to include individuals with disabilities in participation opportunities, benefits and employment. A major objective of the LD sub-workgroup is to increase successful outcomes of customers by helping to identify and address hidden employment barriers, such as LD.

BACKGROUND

What is a Learning Disability?

The LD Sub-Work Group has agreed on using the following comprehensive working description of a learning disability¹:

- A lifelong neurological condition that affects the manner in which individuals receive, understand, process, retain/store, recall, and express information. A learning disability creates a “gap” between ones ability and performance. Individuals with learning disabilities are generally of average to above-average intelligence.

¹ In most cases, a learning disability can only be diagnosed by a qualified professional.

- Individuals with learning disabilities may have marked difficulties on certain types of tasks while excelling in others. Learning disabilities may affect one's ability to read, write, listen, speak, work with numbers, problem solve, organize & prioritize information or tasks, and may affect how one gets along with others. Learning disabilities affect one or more aspects of an individual's development.

With accommodations, individuals with learning disabilities can learn and become successful. Many people with learning disabilities develop personal strategies that allow them to compensate. If not accommodated, learning disabilities can negatively affect how people feel about themselves, limit their educational or vocational attainment, and impact their activities of daily living.

Many customers of One-Stop Career Centers that are not aware that they have a learning disability will only receive appropriate services if their learning disability can be identified and accommodated. Federal law allows the use of Workforce Investment Act funds to conduct comprehensive and specialized assessments, including, but not limited to diagnostic testing, and the use of other assessment tools and in-depth interviewing and evaluation to identify employment barriers and develop appropriate employment goals. People with learning disabilities need accommodations to access and get the full benefit of services in the one-stops. In order to receive these services, one-stops would need to have a system in place to detect LD and be accessible to these customers to accommodate their disability.

We ask that you share your policies and procedures for addressing this hidden disability and potential barrier to employment by completing and returning the attached survey by April 15, 2004.

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If you have any questions about the survey or this information bulletin, please contact Ms. Pat Sherard at the California Workforce Investment Board at (916) 324-2988 or by e-mail at psherard@cwib.ca.gov.

Sincerely,

Sincerely,

/S/ PAUL GUSSMAN
Acting Executive Director
California Workforce Investment Board

/S/ HERB K. SCHULTZ
Acting Director
Employment Development Department

Attachment

Learning Disability Screening Survey – One-Stop Career Centers

This survey is to gather information about current processes in place at the one-stops to screen, assess, and accommodate individuals with learning disabilities (LD), and to identify areas that need training and resources to serve people with LD. Please complete and return the survey and any attachments by **May 7, 2004**. Instructions for returning the survey are in the attached letter.

1. Does your One-Stop have a tool to screen customers for possible LD?

☐ **Yes** ☐ **No**

- a. If yes, please attach a copy of your screening tool and confidentiality policy.
b. If no, has there ever been a need to screen a customer for a hidden employment barrier, such as LD? If so, please explain.

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2. Does your One-Stop have an assessment process or a process to refer to assessment to determine if a LD does exist.

☐ **Yes** ☐ **No**

- a. If yes, who does the screening and how and to whom are referrals made?

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3. Does your One-Stop have a process to determine accommodations for customers with LD?

☐ **Yes** ☐ **No**

- a. If yes, please describe this process.

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4. Do your local Memorandums of Understanding include cost sharing for screening and assessment of people with LD?

☐ **Yes** ☐ **No**

- a. If yes, please explain.

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5. How many of your staff would attend training on the use of a tool to screen for LD if it were offered at no cost to the One-Stop Career Centers?

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6. Please provide contact information for follow-up questions.

Contact name:	Phone:
E-mail address:	
LWIA:	

Thank you for taking the time to participate in this survey.

[Form in MS Word](#)